Grant Announcement:

Archives - Basic Projects

The deadline for this announcement has passed. The guidelines below can be used for reference, but should NOT be used to prepare an application.

The following grant application information is for **Archives -Basic Projects.**

- *See also* Archives - Detailed Processing Projects and Electronic Records Projects grants.

- Archives and historical records repositories may not propose a Basic Project and a Detailed Processing Project at the same application deadline.

NHPRC support begins no earlier than June 1, 2008.

- Draft Deadline (optional):   August 1, 2007
- Final Deadline: October 1, 2007

See the Application Cycle for additional information.

Grant Program Description

The NHPRC supports archives and records projects to carry out fundamental archival activities that promote the preservation and use of America's documentary heritage essential to understanding our democracy, history, and culture.

The Commission is particularly concerned that some historical collections in archives and repositories are difficult for most researchers to find because they are not processed or represented in national catalogs. It hopes to encourage repositories to reveal these "hidden collections" by concentrating on materials in their "backlogs." In addition, the NHPRC wishes to continue support for planning for archives, collection development, and appropriate preservation.

As a result, the Commission seeks proposals for projects that support backlog processing and collections cataloging, phased preservation, and/or collections development. Proposed projects must employ the best and most cost-effective archival methods. Activities included under Basic Projects may be any one or combination of the following:

1. Basic Processing,
2. Preservation Planning,
3. Collections Development, and
4. Establishing Archives.

Although projects focused exclusively on professional development are not eligible in this grant category, we strongly encourage each application to include professional development components necessary for the success of the project.

Categories

Applicants will be asked to compute the project costs to be charged to grant funds as well as those that will be supported by the applicant through cost sharing, which includes both direct and in-direct expenses, in-kind contributions, non-Federal third-party contributions, and any income earned directly by the project. All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonable and necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Applicants should review the appropriate Office of Management and Budget circulars on cost principles.

Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization.

- You must submit a budget on the NARA/NEH Budget form found in the Grants.gov application package. Note that the form itself contains additional instructions. You may include with your application a narrative budget supplement for budget categories not otherwise explained in the project narrative.
- For some projects, you may request funding for up to 3 years, but if the project will take 18 months or longer, you must provide a budget for each project year or fraction thereof.
- Provide specific budget figures, rounding to the nearest dollar.

Budget Categories

In preparing the budget, please follow the instructions on the NARA/NEH Budget form on Grants.gov. You may also use a supplemental budget narrative to give further details, for example, on the specifications of employee's duties or equipment, the requirements and costs of consultants, or the need for travel funds:

Salaries: List each staff position and the full salary to be charged to the project and show the percentage of time each staff member will devote to the project.

- Indicate which positions are to be filled for the proposed project and which personnel are already on the staff of the applicant institution.
- Grant funds may be used to pay the salaries of only those individuals actually working on the project.
- You may count the time provided to the project by advisory board members.

Fringe Benefits: If you use a daily rate or honoraria, no separate benefits should be included.

Consultant Fees: Include payments for consultant services and honoraria, but list consultant travel expenses in the "Travel" category.

Travel: Please note that the NHPRC does not fund staff travel to professional meetings unless the travel is essential to accomplish the goals of the project.

Supplies and Materials: Justify the cost of specialized materials and supplies in a supplemental budget narrative.

Services: Include the cost of duplication and printing, long-distance telephone, equipment leasing, postage, and other services that you are not including under other budget categories or as indirect-cost expenses.

Other costs: The NHPRC does not provide grant funds for the acquisition of routine equipment such as office furnishings, shelving, and file cabinets, but we may provide grant support for the purchase of technical equipment, such as computers and peripherals, essential for a project.